

**Clerk of Circuit Court:**  
**Gary M. Clemens**

**Chief Deputy Clerk:**  
**Brenda S. Butler**

**Historic Records Manager:**  
**Eric S. Larson**

**Hours:**  
**Monday through Friday**  
**8:00 a.m. to 4:00 p.m.**

**Mailing address:**  
**Clerk of Circuit Court**  
**P.O. Box 550**  
**Leesburg, VA 20178**

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**Loudoun County**  
**Clerk of the Circuit Court**  
**Historic Records and Archives**

**Loudoun County**  
**Virginia**

*Central View in Leesburg.*



## **WELCOME:**

The records contained in the Circuit Court Archives cover over 200 years of the lives of the inhabitants of Loudoun County giving present day citizens a window into the past not available elsewhere. This wonderful resource is available for research by the general public, the legal field and other professionals.

## **BRIEF HISTORY:**

Loudoun County was formed from Fairfax County in 1757 and Charles Binns was sworn as the first Clerk of Court on July 12th 1757. Mr. Binns lived on a large estate near Leesburg called Rokeby and the County records were kept in a vault there until a building was erected on the Court House lot in 1800, adjacent to the Courthouse, so the Clerk and the records would be close to the Court. Mr. Binns promptly retired. During the Civil War there was no Court and the Justices instructed the Clerk, George K. Fox Jr., to take the records to a safe place until the war was over. Mr. Fox loaded the records (over 250 books and countless drawers of loose papers) in a wagon and took them to Campbell Co., Virginia and after the war returned all the records to

Leesburg where they have been within close proximity of the Courthouse ever since.

## **WHAT ARE WE DOING TO PRESERVE THE PAST?**

One of the more than 800 duties required by the Code of Virginia for the Clerk is to be the official keeper of the Circuit Court Records. The current Clerk, Gary M. Clemens, and previous Clerks have taken an active interest in the preservation of our valuable records. In order to preserve the vast wealth of historic records in the Archives, the Clerks Office has secured more than \$750,000.00 in grant funding for repairing and rebinding books, flat filing and indexing loose papers and for a security system to better protect and secure the valuable records for the future.

There are plans to electronically image many of the old records to improve public access to Loudoun's history. While the original records would be available for inspection in the Clerks Office, the use of digital images would enhance the appearance of the records and permit easier access while protecting the originals.

## **WHAT YOU WILL FIND IN THE ARCHIVES:**

Loudoun County is one of the few counties in Virginia that has all of its original records going back to the formation of the county. As a result of the diligent efforts by the Clerks and their employees some of the records you will find in the Archives are Wills, Deeds, Court papers, Records of Free Negroes, Court Order Books, Marriage records (beginning in 1793), birth and death records (mid 19th century only), Land Tax Books and many other miscellaneous records .

## **COPIES:**

Copies are \$.50 per page and can be made from most of the records\* and are available from 8:00 A.M. to 4:00 P.M.

## **ON THE WEB:**

Please visit the archives on the web at [www.loudoun.gov/clerk](http://www.loudoun.gov/clerk)

\*The Clerks Office reserves the right to refuse to make copies of extremely fragile or over size records